



# Gaining Foundation Skills for Learning and Teaching (level 5 elective)

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## Course Outline 2011

**Facilitator:** Heather Day (H101) Ph 021 735 216 Speed Dial 9336  
Email: [Heather.Day@op.ac.nz](mailto:Heather.Day@op.ac.nz)  
(available before 3pm Mon to Fri)

SMS Code: LT705001

Total Learning Hours: 100

Contact Hours: 40 Self Directed Hours: 60

### Introduction

Welcome to Gaining Foundation Skills for Learning and Teaching.

This course is offered as an independent learning package with facilitated support. The expectation is that this will take you approximately 10 weeks to complete but this time frame is flexible.

Course information and content can be found on the website

[http://wikieducator.org/Gaining\\_Foundation\\_Skills\\_for\\_Learning\\_and\\_Teaching](http://wikieducator.org/Gaining_Foundation_Skills_for_Learning_and_Teaching)

The online discussions for this course can be accessed on <http://moodle.op.ac.nz>

Please contact Heather Day for the password to access this course on Moodle.

### Aim

To provide participants with information, skills and support enabling lecturers new to teaching to offer quality learner centred education to tertiary students.

### Learning Outcomes

At the successful completion of this course, participants will be able to:

1. use a tool kit of basic learning strategies;
2. recognise and support a variety of learning styles;
3. reflect upon and evaluate own teaching to identify ways of improving practice;
4. develop familiarity with, and the ability to use, basic teaching resources and equipment;
5. explore the principles and practices of online pedagogy;
6. create and critique a session/learning sequence;
7. deliver a learner centred teaching/education session in an appropriate context;
8. demonstrate culture sensitive learning and teaching practices;
9. discuss assessment and evaluation terminology and practices and consider the usage of a range of evaluation tools.

## Content

Your first activity is to plan a timeline for your progress through the course and negotiate assessment due dates with the course facilitator.

Timeframe	Contact Time	Focus
	Introduction	Connecting with learners
	Module 1	Learning
	Module 2	Lesson Planning
	Module 3	Teaching Methods and Online Pedagogy
	Module 4	Teaching Resources
	Module 5	Assessment Principles
	Module 6	Self and Peer Review
	<b>Completing everything</b>	Ensure you have commented on each module on the discussion board and evaluated an observed teaching session.

## Assessment

To pass this course:

**Participants must - undertake and successfully complete all assessment activities.**

There are two assessment activities.

An on line activity that involves participation in a discussion board on learning and teaching and one written assessment exploring teaching practice. These collectively cover all learning outcomes.

**Learning and Teaching Discussions – complete by the end of module 6**

**Teaching Practice Self Evaluation – due on a negotiated date**

### Assessment Activities and Criteria

#### **1. Learning and Teaching Discussions**

##### Activity

Participate in the online discussions on the Gaining Foundation Skills Moodle site sharing your thoughts and experiences related to each of the six main modules explored.

##### Assessment

One posting for each module (six in total) must meet the following assessment criteria:

#### **Marking criteria**

Achievement of the following criteria will result in a successful pass for this assessment:

The postings must:

- ✓ relate to your own teaching context
- ✓ include an example

Due Date: confirmed date of end of module 6 to be negotiated with course facilitator.

## 2. Teaching Practice Self Evaluation

**NB:** if undertaking the Learner Centred Learning course concurrently with this please see Heather for an alternative assessment to this one.

**Submit a written evaluation of a teaching session you have facilitated.** Include a copy of your lesson plan and the written feedback from the observer – see the process outlined below.  
(Word count guide = 800 to 1200 words)

### Activity

1. Plan and facilitate a learning session
2. Have an observer present during this session. The observer will be required to give you written feedback on this session. (Full guidelines for the observer will be available)

### Assessment

3. Write an evaluation of your facilitation of this session and include comment on the feedback from your observer. The evaluation must include comment on the:
  - Context (who, where, when)
  - Planning
  - Evaluation of your own practice – what you did and why
  - Observer's feedback and your thoughts on this
  - What you would continue to do and ways of improving your practice

### Marking criteria

Achievement of the following criteria will result in a successful pass for this assessment:

- ✓ Description of the learning session including context
- ✓ Acknowledgement of how learner diversity was considered
- ✓ Evaluation of your teaching practice
- ✓ Comment on the observer's feedback
- ✓ Identification of what you would continue to do and what you would change
- ✓ Your discussion is supported with some literature sources
  - Word processed with specific and consistent referencing (preferably APA style)
  - Material well structured and presented
  - A clear session plan included
  - Written feedback from observer included

Due Date: Assessment to be submitted on a negotiated date  
Submit by email to the Course Facilitator

**Grading:** There are 2 grades only in this course: passed or not passed

### Facilitated Support

The course facilitator will maintain regular contact with you throughout the course to encourage, help motivate and support your learning. Share with the facilitator the ways in which you feel your learning will be best supported.

Enjoy the course.

### **Recommended Reading**

A range of readings and resources are identified on the webpage

[http://wikieducator.org/Gaining\\_Foundation\\_Skills\\_for\\_Learning\\_and\\_Teaching](http://wikieducator.org/Gaining_Foundation_Skills_for_Learning_and_Teaching)